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2 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

A. ADMINISTRATIVE TRAINING

1. FIELD FINANCE AND LOGISTICS COURSE

a. Tutorial Instruction

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A student from AF Division finished a 3-day tutorial covering the Finance portion of the FF&L course. Out-processing requirements [REDACTED] interfered with this student's attendance at the Finance sessions of the recently completed FF&L 5-71.

b. Returnee Interview Program

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Conversations were held with Mr. [REDACTED] and Mr. [REDACTED] of the Audit Staff concerning FF&L-related items of interest encountered during recent field audits. [REDACTED] had been to [REDACTED], Mr. [REDACTED] to [REDACTED]. [REDACTED] had an item concerning a situation in Class B financial accounting which will be discussed more fully to determine its applicability to the FF&L course.

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2. CLERICAL TRAINING

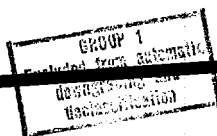
a. Gregg Textkit Training in Typewriting for Personnel File Clerks

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At the request of Mr. [REDACTED] Office of Personnel, Mrs. [REDACTED] an instructor on the Clerical Training Faculty, met with five personnel clerks on 23 March 1971 at Headquarters.

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25X1A9a These employees had expressed an interest in developing their typing skill from what, in most instances, is a rudimentary level, to that which would be of more practical value to themselves and the Agency. [REDACTED] introduced them to the Gregg Typewriting Textkit which is, in part, a programmed approach to the learning of typing, and worked with each person individually to establish a meaningful training program. She plans to schedule regular return visits to check on trainee progress.

b. Clerical Training Staff Members Attend ASTD Meeting

On 30 March 1971 three members of the Clerical Training Faculty attended a seminar conducted by the American Society for Training Development at Johns Hopkins University. It was entitled, "Developing Human Resources"; the staff members attended the following workshops:

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[REDACTED] Whys and Hows of Supervisory Development  
- Secretarial Training  
Telephone Communication Training Techniques

B. MANAGEMENT TRAINING

1. MANAGERIAL GRID

Based on our conviction that all Supervisors can profit from participation in a Managerial Grid, we are planning to experiment by having the 23 - 28 May running of the Grid [REDACTED] open to all supervisors regardless of their GS level. A notice to this effect has been forwarded to ISS for inclusion in the Weekly Newsletter.

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2. MEDC #27

The CS students in the 27th Midcareer class, which ended on 26 February 1971, met with Mr. Karamessines on 25 March. Mr. Karamessines apparently was very pleased with their favorable report on the CS segment in the course. (Their praise of the CS presentations was somewhat at variance with the opinions reflected in their critiques.)

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3. MEDC #28

a. Colonel White delivered the opening remarks at the Headquarters briefing, on Wednesday, 31 March, for the twenty-eighth running of the Midcareer course. Among other things, he said that the Director had assured him that the four Deputy Directors would be available to speak [REDACTED] during the course. Later in the afternoon, Support careerists met with Mr. Coffey who emphasized their roles as specially selected members of the Support Directorate rather than representatives of particular career services within the Directorate.

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b. [REDACTED] will be out of the country, hence unable to give the introduction to the CS segment in the 28th Midcareer course. We have been informed by CS/TR that Mr. Karamessines wishes to give the introduction. He plans to drive [REDACTED] on the afternoon of Wednesday, 14 April, and, since he prefers the informality of [REDACTED] we will change the schedule to incorporate a two-hour informal session [REDACTED] on Wednesday evening in place of a formal lecture period on Thursday morning.

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c. The following additional outside speakers have been signed up to speak in Phase III of the Midcareer course at Headquarters during the period 28 April - 7 May: Charles Meyer, Assistant Secretary of State for Inter-American Affairs; Charles Clapp, (on "Congressional Dynamics"); and John Badeau, former Ambassador to the UAR.

4. SPECIAL OL REQUEST

We have been apprized informally by [REDACTED] OL Training Officer, that, based on the results of the PSD Performance Appraisal Workshop, he is recommending to OL a second workshop in late April. He hopes to hold the workshop in Ames Building with a student body of approximately 28 supervisors representing several Divisions. When the details are settled we will receive a formal request.

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[REDACTED]  
Chief, Support School, TR

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